
Tender Quotation:
Gates Management - Cloncurry and District Show Society Gates Area(s)
Cloncurry and District Show
14 to 17 June 2018



Please return completed tender document to:
Attn: Tenders
Email: cloncurryshow@gmail.com
Or Mail to:
Cloncurry Show PO Box 17 CLONCURRY 4824

Tenders Close: 5pm, 9th May, 2018

Cloncurry & District Show Society Inc
Application for Tender – Gates
Cloncurry Show 2018

Name/ Organisation:

Email:

1st Contact Person:

Contact Number:

2nd Contact Person:

Contact Number:

Tender: Gates Management - Cloncurry and District Show Society Gates Area(s)

(Please choose from the following options):

- **All Gates, or:**
 - **Main Entry Gates only - ticketing**
 - **General Gate Entry - Gate 1 Station Street Gate only**
 - **General Gate Entry - Gate 2 Station Street Gate only**

Proposed Contract Amount \$.....

I/We have read the description of the tender as described in the tender information & submit the above amount to complete the duties as described.

I/We acknowledge that we have the appropriate insurance to indemnify the Cloncurry & District Show Society Inc.

I/We agree to abide by all Occupational Workplace Health & Safety standards.

Please note: This tender document is a contract between the persons/organisation named above and the Cloncurry & District Show.

If your tender is successful, this document serves as an obligation to fulfil the contract.

Please notify the Cloncurry & District Show Society immediately if you are unable to fulfil your obligation.

Signature:

Name:

Date

GATES:

There are three (3) gates that require attendance –

- Main Entry gate on Daintree Street
- General Gates Entries, which are the Show Shed gate, also on Daintree Street, and the Station Street gate.

Clubs/Organisations must provide with their tender documents, a **certificate of currency** of liability insurance, to be eligible for consideration of their tender.

Please nominate which gate, or gates, you wish to tender for.

Main Gates: TICKETING

- The successful Main Gates Tenderer will be required to provide personnel to operate the main ticketing gate of the Cloncurry Show 2018.
- The role will involve scanning, charging and ticketing patrons as they enter the grounds, taking and processing of cash and EFTPOS transactions on behalf of the Cloncurry and District Show and to issue “arm bands”.
- Additional entry station: With the introduction of on-line ticketing this year (2018) the main gates will have an additional station for the collection of tickets and issuing of wristbands. A minimum of one person is to be on at all times with a minimum of two persons between 11.00am to 3.00pm each day.
- The successful tenderer will be issued precise number of “arm bands” for their community group/organisation.
- The gate will be provided with a float which should be checked and signed for prior to each shift commencement.
- The gate will have a till and we ask that time is given to go over and train on the operation of the till and Scanning system prior to each shift change.
- Certified Security will be provided at all operational and set up and closure processes, for the Main Gate by the Cloncurry and District Show Society Inc.

Main Gate Operational hours and preferred personnel numbers:

- Friday 8:00am till 6:30pm: Minimum 2 people on at all times, both must be over the age of 18.
- Saturday 7am till 10am: Minimum 2 people; 10am till 12pm: minimum 4 people; 12pm till 8:30pm: minimum 6 people on at all times who are over the age of 18.
- The gate will be provided with a float which should be checked and signed for prior to shift commencement.

- The gate will have a till and we ask that time is given to go over and train on the operation of the till prior to each shift change. We suggest that only one person per shift operate the till.
- Certified Security will be provided at all operational, set up and closure processes, for the Main Gate by the Cloncurry and District Show Society Inc.

General Gates Conditions:

- There should be a person able to be contacted at all times in case of emergencies.
- All gates operate from 7:30am till 6:30pm, Friday 15th June 2018 and 7:30am until 8:00pm Saturday 16th June 2018.
- Both Show Shed and the Station Street gates require a minimum of two people on roster at all times, with minimum age of 18 years.
- Normal workplace health and safety regulations must be followed at all times, e.g. sunscreen, hat, closed in shoes.
- A roster of gate staff must be made available to the Show Society by Monday afternoon, prior to the show commencing.

NOTE: This is a very important tender, how the gates are manned, not only reflects upon the show committee but more importantly, is a major contributing factor as to how much the Community and surrounding districts enjoys their experience at the Cloncurry Show.